

**CALL PILOT VOICE MAIL  
QUICK REFERENCE GUIDE by**

**CENTURYTEL**

**STEAMBOAT SPRINGS SCHOOL DISTRICT**

**INITIALIZING YOUR VOICE MAIL**

**LOG IN**

Dial 3500 or press **MESSAGE/INBOX**

Enter mailbox number, Press #,

Enter default password, Press #

Follow instructions below to change your password and record your name.

**ESTABLISHING  
NEW PASSWORD**

Your default Password is "12" + your mailbox

New Password can be 4 – 16 digits long

*Cannot be your extension, single digit repeated or consecutive digits*

Press 84

Enter Old Password and #

Enter New password and #

Enter New Password again and #

(System will ask you to change password in 365 days)

Press 4 to go to another activity

**RECORD  
YOUR NAME**

Press 829

Press 5, wait for tone

Record name, press #

Press 2 to listen to name

To re-record press 5

Press 4 to go to another activity, or 83 to Log Out

**LOG IN**

**LOG IN**

Dial 3500 or Press **MESSAGE/INBOX** key and

From your extension – Press #, password, #

From a shared extension or another desk – YOUR mailbox, #, password, #

Outside the building – Dial 871-3500, mailbox, #, password, #

**CREATING YOUR PERSONAL GREETING**

Log into your Mailbox

Press 82 and enter one of the following:

1 – For External Greeting

2 – For Internal Greeting

3 – For Temporary Greeting

Press -

5 – begin recording, # to stop

2 – to playback

76 – to delete or

# - to approve

4 – to exit

**Temporary Greeting**

To set Expiring Date and Time

Press 9 – enter Month and #, Date and #, Time and #

Press # only for current month or day

Press #, #, # to set no time

Press 4 – to exit

**PLAYING YOUR MESSAGES**

Press 2 to listen to message

To stop, press #

To resume playback, press 2

To skip forward, press 3

To skip backward, press 1

To delete, press 76

**TO REVIEW MESSAGES**

To hear next message, press 6 & 2 to play

To hear previous message, press 4 & 2 to play

**TO DELETE MESSAGES**

Press 76. To restore, press 76 again while still in the same voice mail session. (note: if you log out, the message is lost)

**TO FORWARD MESSAGE**

Listen to message, press 73

Enter mailbox number plus #, # again

Press 5 to record introduction

Press # to end recording

Press 79 to send

Press 83 to log out

**CREATE A DISTRIBUTION LIST**

Log in, press 855

Enter list number (1 to 99), then press #

Press 5 to start entering addresses

Enter mailbox numbers plus #, # again when finished

Press 83 to log out.

**COMPOSING A MESSAGE (while in mailbox)**

Press 75

Enter mailbox number plus #, # again

5 – to record, # to end the recording

79 - to send

**TAGGING OPTIONS**

After composing a message, Press 70

1 – Urgent

4 – Private

5 – Acknowledge

6 – Timed Delivery

then press 79 - to send

**EXPRESS MESSAGING**

Leave a message to another mailbox without logging in

Dial 3501 or 871-3501 (outside the system)

Enter mailbox number and #

Say your message at tone

**TO CHANGE DIAL O CUSTOM OPERATOR**

Press 801 for mailbox options

Enter the new custom operator number

**MAILBOX COMMANDS 8+**

8\* Mailbox Help

82 Greetings – External, Internal, Temporary, record name

83 Log Off

84 Password

855 Create Distribution List

**MESSAGE COMMANDS 7+**

7\* Message Help

70 Message Options – Urgent, Private

71 Reply

72 Play Envelope

73 Forward

75 Compose

76 Delete

79 Send